

PROPERTY MANAGEMENT SPECIALIST

General Statement of Duties: Has functional control of all department purchases, supplies, billings, storage of equipment and inventory.

Distinguishing Features of the Class: The work in this class involves having the responsibility or managing the Property Management Section which includes maintaining an annual departmental inventory; conducting automobile and bicycle auctions; receiving and shipping of all goods, materials, and evidence; ordering and maintaining departmental supplies; and processing of all equipment requests and subsequent billings.

Areas of Accountability:

1. Receives records and preserves all material of evidentiary value.
 - Insures that all evidence received is properly tagged and the forms completed;
 - Insures that all evidence is properly stored and secured;
 - Receives and properly records all property and evidence brought to the department and upon request submits same to federal, state, or other agencies for laboratory analysis;
 - Testifies in court regarding evidence processing.
2. Maintains an acceptable records keeping system.
 - Establishes and maintains an inventory of all equipment under his/her care and control and a formal inventory for the entire department;
 - Monitors the placement of all equipment;
 - Inventories personal portable utilized by the uniform division on a monthly basis;
 - Maintains a filing system for all retained evidence;
 - Maintains records for all departmental long distance telephone calls;
 - Maintains records of all held vehicles;
 - Maintains records of all abandoned vehicles and bicycles;
 - Maintains proper and necessary records of all auctions of bicycles, property and motor vehicles;
 - Makes proper legal notices to individuals through certified mail and newspapers;
 - Maintains confidentiality and security of all reports, records, material and investigative matter under his/her care and control.
3. Records and purchase all goods, materials, equipment, supplies and services.
 - Insures that all purchases have department head approval;
 - Compares purchase request with budget to insure compliance with financial responsibility;
 - Prepares and processes billings, vouchers, requisition forms, purchase orders and invoice forms.

4. Maintains equipment repair.
 - Insures that all requests for equipment repair has proper documentation;
 - Submits equipment to appropriate companies for repairs and inspects completed work upon return;
 - Maintains an updated catalog of materials utilized by the department.
5. Provides for the proper release of found items, property held for safe keeping and evidence.
 - Makes proper documentation on the release of any property being held in his/her care and custody;
 - Insures that prior to the release of any property an appropriate supervisor and/or the City or County Attorney's Office has authorized such release;
 - Insures that all property or evidence is properly disposed of according to department policy and state law;
 - Maintains the integrity of the property management office and storage areas;
 - Performs other duties which may be required by department policy, employee's supervisor or department head.

Required Knowledge, Skills, and Abilities: Good knowledge of modern office practices and procedures, business English and arithmetic; knowledge of simple bookkeeping and accounting principles; ability to work independently; ability to make mathematical computations; ability to effectively communicate both orally and in writing with the public, other agencies, and staff; considerable skill in the organization and maintenance of files, records, and systems; ability to drive a motor vehicle and have a valid Iowa driver's license; ability to plan, assign, instruct and review the work of subordinates; ability to prepare and maintain clear, concise, and accurate reports; ability to learn and apply department rules and procedures pertaining to property management.

Acceptable Experience and Training: Prefer completion of a standard high School course preferably supplemented with business courses and at least three years experience in a responsible clerical position involving the organization and maintenance of records or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Additional Requirements: Because of the importance of this position to the overall mission of the Criminal Justice System, it is imperative that eligible candidates be of good moral character.

- **Good Moral Character** - A person of good moral character is one who has not been convicted of any felony involving moral turpitude as an adult; has not been a habitual violator of state laws or city ordinances where such violations have brought numerous police contacts with this agency; a juvenile who has not had two or more felony convictions and/or has been convicted to a juvenile institution or state

reformatory; (Exception: If a minor has not served time in a juvenile institution and has not been convicted of a felony for the past two years, the Chief of Police may determine that person(s) to be of good moral character).

- Moral Turpitude - For the purpose of this policy, moral turpitude shall be a characteristic to be inferred from any act of dishonesty, corruption or immorality.